



PHILIPS HIGH SCHOOL POLICY ON MENTORING

The Learning Mentors programme focuses primarily, but not exclusively on the disaffected, underachieving and pupils who are experiencing barriers to learning. Heads of Year will provide support that is additional and complimentary to existing school provision.

Philosophy

Mentoring support should be targeted on the basis of the needs of the individual.

Objectives

Heads of Year work with pupils:-

- To provide support for pupils who are experiencing difficulty in their learning.
- To encourage pupils to improve attendance.
- To raise levels of basic and key skills.
- To raise levels of self – esteem.
- To raise standards of attainment and achievement.
- To meet school targets for attendance, punctuality, truancy and attainment.
- To work with pupils during transition to their next school.
- To work with new pupils who need support with their new learning environment.

Identification of Mentees

Philips High School aims to provide a broad, balanced, relevant and inclusive curriculum designed to maximize the potential of all pupils. This is supported by a system of mentoring. It has been put in place in order to support the pupils who need help to meet the academic challenges they face.

Mentoring provides a complementary service to existing teachers and associate staff in the school, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential (DfES 2001).

Pupils are allocated mentoring support following transition meetings at Primary School or following intervention planning meetings. Looked after children pupils automatically receive mentoring

There are 3 meetings per year (termly). The Deputy Head meets with the Head of Year and the type of intervention required for pupils is discussed. Pupils to be mentored are identified by the use of school data collection systems. If the pupil has a significant number of concerns and/or is significantly under achieving then mentoring provision is allocated and parents are notified.

Other referrals should be made to the Deputy Head, The Head of Year will then review the pupils' profile. Pupils, teachers, parents and the Head teacher can make referrals. The people referring should discuss the child's needs and action taken so far.

Heads of Year also liaise with feeder schools to identify pupils who will benefit from early intervention to ensure a smooth transition to secondary school.

Protocol

Stage 1

1. Can have a classroom observation before meeting pupil.
2. The Head of Year gathers information about the pupil from teachers and relevant data
3. The Head of Year also liaise with any other agencies that may be involved with the pupils to avoid duplication of input and ensure appropriate communication.
4. Following a successful referral, the Mentor meets with the pupils to make an introduction.
5. The pupil's parents/carers are informed that the pupil is on a mentoring programme.
6. The Head of Year and the pupils work together to set appropriate targets

Stage 2

1. The Head of Year works with the pupil towards meeting the targets.
2. Regular reviews and feedback from class teachers is essential.
3. After a term, the child will either be taken off the mentee register (no further sessions) if targets are met, or a new programme started (maybe with new targets/strategies).

Strategies for supporting Pupils

The Head of Year may work with pupils by:

- Meeting pupils on regular basis to monitor class work.
- Meeting with pupils on a regular basis to monitor homework.
- Providing opportunities for study support before and after school.
- Providing individual tuition in basic and key skills.
- Meeting pupils each morning to provide support for good attendance.
- Acting as pupils' representatives.
- Providing opportunities for team building sessions to boost self-esteem and develop social skills.
- Liaising with parents/carers to encourage appropriate support.
- Providing opportunity for children to talk in confidence (within the framework of school policy for disclosure and child protection).

Monitoring the work of the Head of Year

The Head of Year meet with the SLT Link on a regular basis to review the work, discuss strategies and referrals.